



NAME OF EXECUTIVE

POSITION TITLE AND ORGANIZATION

CURRENT PAY RATE

RECERTIFICATION PERIOD

ES-

FROM

TO

## STANDARD FOR RECERTIFICATION

1. The career appointee must perform at the level of excellence expected of a senior executive. Excellence means that the executive has demonstrated over the recertification period that he or she has achieved excellence in:
  - a. Planning for, substantially advancing, and attaining Presidential, agency, or organizational goals and objectives that required a sustained superior effort.
  - b. Taking specific initiatives that advanced a major policy and/or significantly improved delivery of services.
  - c. Taking the necessary actions to ensure the achievement of a quality product in a timely manner.
  - d. Making significant technical, scientific, or professional contributions.
2. Also, if applicable to the responsibilities of the senior executive, excellence is demonstrated by:
  - a. Achieving substantial savings in the execution of programs under his or her direction.
  - b. Maintaining the high quality and effectiveness of programs under his or her direction with reduced resources.
  - c. Providing strong leadership to enhance the development, utilization and achievements of subordinate personnel, including achievement of equal employment opportunity goals.

## PART I - DOCUMENTATION OF RECERTIFICATION FACTORS

**NOTE:** Part 1 to be completed by executive or supervisory official.

## ANNUAL SES PERFORMANCE RATINGS

YEAR	PERFORMANCE RATING LEVEL	YEAR	PERFORMANCE RATING LEVEL	YEAR	PERFORMANCE RATING LEVEL
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AWARDS AND OTHER RECOGNITION

DEVELOPMENTAL ACTIVITIES

ACCOMPLISHMENTS ON BOARDS OR TASK FORCES

REPUTATION IN FIELD OF EXPERTISE

EFFORTS TO PROMOTE COOPERATION BETWEEN VA AND PUBLIC/PRIVATE SECTOR

**PART II - SUPERVISORY OFFICIAL'S RECOMMENDATION**

RECOMMENDATION

☐ RECERTIFY☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY☐ RECOMMEND PAY RATE  
ADJUSTMENT TO ES- \_\_\_\_\_☐ NO PAY RATE ADJUSTMENT  
RECOMMENDED

In making these recommendations, I have given due consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, developmental activities, and other relevant qualitative factors specified in VA's SES recertification plan. If the above recommendation is to conditionally recertify or not recertify, I have attached the required written justification specifying the standard for recertification not met and other relevant supporting documentation.

SIGNATURE AND TITLE OF SUPERVISORY OFFICIAL

DATE

**PART III - EXECUTIVE ACKNOWLEDGMENT**

☐ I HAVE RECEIVED A COPY OF MY SUPERVISORY OFFICIAL'S RECOMMENDATION AND WISH TO SUBMIT AN ADDITIONAL STATEMENT OF ACCOMPLISHMENTS TO THE PERFORMANCE REVIEW BOARD.

☐ I HAVE RECEIVED A COPY OF MY SUPERVISORY OFFICIAL'S RECOMMENDATION AND **DO NOT** WISH TO SUBMIT AN ADDITIONAL STATEMENT OF ACCOMPLISHMENTS TO THE PERFORMANCE REVIEW BOARD.

SIGNATURE OF EXECUTIVE

DATE

**PART IV - PERFORMANCE REVIEW BOARD RECOMMENDATION**

RECOMMENDATION

☐ RECERTIFY☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY☐ RECOMMEND PAY RATE  
ADJUSTMENT TO ES- \_\_\_\_\_☐ NO PAY RATE ADJUSTMENT  
RECOMMENDED

In making these recommendations, we have given due consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, developmental activities, other relevant qualitative factors specified in VA's SES recertification plan, and the supervisory official's recommendation. If the above recommendation is to conditionally recertify or not recertify, we have provided the executive the rationale for our proposed recommendation, an opportunity to appear before the PRB and/or provide it a written statement of accomplishments, and have attached the required written justification and other relevant supporting documentation..

SIGNATURE OF PRB CHAIRPERSON

DATE

**PART V - APPROVAL OFFICIAL'S DECISION**

RECOMMENDATION

☐ RECERTIFY☐ CONDITIONALLY RECERTIFY ☐ NOT RECERTIFY☐ PAY RATE  
ADJUSTMENT TO ES- \_\_\_\_\_☐ NO PAY RATE ADJUSTMENT

In making these decisions, I have given due consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, developmental activities, other relevant qualitative factors specified in VA's SES recertification plan, and the supervisory official's and PRB's recommendation. If the above decision is to conditionally recertify or not recertify, the required written justification and other relevant supporting documentation are attached.

SIGNATURE OF SECRETARY OR INSPECTOR GENERAL

DATE